Registrar's Office
Lansing Community College
411 N. Grand Ave.
Lansing MI 48933
(517) 267-5806
LCC-HSDualEnrollment@lcc.edu

Step 1:

Apply to LCC at https://www.lcc.edu/community/college-credit-in-hs/dual.html
Scroll to the bottom of the page and all the steps are tabbed.
You will receive an email to the e-mail you provided on your application with your LCC student number and instructions so activate your account.

Step 2:

Activate your account.
Click on the step 2 tab at the bottom of the page. Click on "activate your account".
To activate your account, you will need the LCC Student ID number you received after you applied. This number will be e-mailed to the email you provided on your application within 24 hours of your application being processed.

Step 3:

Establish your placement levels. (new/first time students)
- Upload your SAT/ACT scores and/or high school transcripts.
- If you are not able to access those documents, you can take LCC's placement tests.

Step 4:

Submit your dual enrollment approval form.
- Steps 1-3 **MUST** be completed or your form will be denied.
- A completed approval form must be submitted for **EACH SEMESTER**.
- Students who do not meet the requirements for the course(s) will be **DENIED**.
- Check your LCC email to see if the form is approved or not. If accepted, check your schedule to see if all your classes were accepted or not. Your form may be approved without all classes being approved.